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RECORDS SERVICES DIVISION
GENERAL SERVICES OFFICE

Personnel Office

17 February 1954

ATTENTION : Mr. [REDACTED] Placement Officer
25X1A9a Chief, Records Management Branch, MIS
Office of Comptroller
Change in Career Designation

25X1A9a 1. Attached is the official personnel folder for [REDACTED] 25X1A9a [REDACTED]. This folder was handed to Mr. [REDACTED] of 25X1A9a the Personnel Office with the request that the proposed personnel action, transferring the career designation from the General Services Office to the Logistics Office, be effected.

25X1A9a 2. As a result of a discussion with Mr. [REDACTED] Chief, 25X1A9a Administrative Staff, Logistics Office, it was determined that the major duties of the position to which Miss [REDACTED] was assigned 25X1A9a pertained to records management. While it is true that she has performed many duties of a general administrative nature, this should not have any effect on her career designation because it was indicated by Mr. [REDACTED] that this was a temporary situation and it is the intention of the Logistics Office to remove the administrative duties from Miss [REDACTED] and permit her to devote her full time to records management.

25X1A9a 3. Miss [REDACTED] was designated Records Management Officer for the Logistics Office on 8 July 1953 through the issuance of a Logistics Notice No. 40-6-1. Under these circumstances, it would appear that Miss [REDACTED]'s career designation should be attached to the function of records management. At present, this function is under the jurisdiction of the Office of the Comptroller.

25X1A9a

Attachment

Orig. & 1 - addressee
1 - Parker
1 - file

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

NO ATTACHMENT